

**Alliant Energy Operation ReLeaf Residential Tree Program
Request For Proposal (RFP) ~ Spring 2009**

PART I: VENDOR INFORMATION

1.1 PURPOSE

- A. Alliant Energy, in partnership with the Iowa Department of Natural Resources – Bureau of Forestry and County Partners (County Conservation Boards and Iowa State University County Extension offices) are soliciting proposals for plant material to be distributed in a residential tree program to promote energy efficient landscaping and community reforestation during the spring 2009 planting season.
- B. This Request for Proposal (RFP) provides detailed instructions for vendors interested in supplying the requirements of this proposal.

1.2 INQUIRIES

- A. Inquires concerning this RFP should be directed to: Iowa DNR, Bureau of Forestry
515-281-6749
emma.bruegger@dnr.iowa.gov

1.3 RECEIVING OF PROPOSALS

- A. Proposals will be received **by Tuesday March 3, 2009 at 4:00 p.m.** Proposals received after 4:00 p.m. on that date will not be considered.
- B. Proposals may be mailed, faxed, E-mailed as an attachment or brought to:
Iowa DNR, Bureau of Forestry
Attn: Emma Bruegger
Wallace State Office Building
502 E 9th St.
Des Moines, IA 50319-0034
Fax 515-281-6794; E-Mail: emma.bruegger@dnr.iowa.gov

1.4 FILING OF PROPOSALS

- A. **Proposals shall be on the form furnished with this packet. Proposal forms must be complete, signed and dated.**
- B. Where applicable – specific cultivars / selections that will be accepted have been listed – **please indicate!**
- C. Any other notations, plant material availability – please note on separate page and attach.

1.5 DELAY IN RECEIPT OF PROPOSAL

The county partner accepts no responsibility for delays in the receipt of your proposal due to mail delivery, messenger services or any other method of delivery. The responsibility for timely delivery rests with the nursery.

1.6 PROPOSAL OPENING

- A. Multiple proposals per project will be awarded depending upon local nursery location with respect to the individual distribution site, species availability, individual unit price, quantity and regional location in regard to specific projects.
- B. All proposals will be reviewed by Alliant Energy, Iowa DNR and the county partner. Successful vendors will be notified **on or before March 12, 2009.**

1.7 REJECTION OF PROPOSALS

The county partner and Iowa DNR reserve the right to reject any or all proposals in whole or in part and to waive irregularities which appear to be in the best interest of Alliant Energy, Iowa DNR and the county partner.

PART II: TERMS AND CONDITIONS

2.1 DELIVERY

Successful vendors will be notified of specific delivery location at proposal awarding by county partner

2.2 CHANGES

Changes in provisions to be furnished under this proposal may be verbal, but must be followed up in writing and be approved mutually by the vendor and the county partner or the designated representative(s).

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2.3 SUBCONTRACTORS

Successful vendors shall be responsible for all acts and performance of any subcontractor or secondary suppliers that the successful vendor may engage for the completion of the terms of this proposal. The successful vendor shall be responsible for the payment to all subcontractors or secondary suppliers.

2.4 TAXES - STATE AND LOCAL

The county partner is exempt from federal, state, and local sales and use tax on the items pursuant to this contract.

2.5 PAYMENT

Payment for plant material will be paid within 60 days of actual project distribution.

2.6 DETAILS

Nothing in this RFP grants any entity any legal or equitable rights relative to the contract services until the contract has been fully executed by the successful vendors and the Department. Nothing in this RFP grants any entity a contract. The Department reserves the right not to enter into any contracts pursuant to this RFP

PART III: MATERIAL SPECIFICATIONS

3.1 GENERAL PRODUCT SPECIFICATIONS

- A. These specifications will apply to all plant material purchased. Unless otherwise noted, plant material will adhere to American National Standards Institute (ANSI Z-60. 1-1990).
- B. Trees shall be container grown as scheduled and shall conform to ANSI Z60.1. Plants shall have sufficient roots to hold earth intact after root ball is removed from the container without being root bound.
- C. Planting stock shall be well branched and well formed, sound, vigorous, healthy, and free from disease, sunscald, windburn, abrasion, and harmful insects or insect eggs and shall have healthy, normal, and unbroken root systems. Plants shall have been grown under climatic conditions similar to those in the locality of the project and should have seed source and winter hardiness appropriate for the delivery location. Trees tags should only represent your corporation upon delivery. If you have purchased trees from a whole sale grower, those tags must be removed before delivery to the location.
- D. **Please note: container grown plants are required. Balled & burlap trees are impractical for this project and will not be considered for this project and will be rejected at time of delivery.**
- E. **Please note: Bare root trees freshly potted will not be considered for this project and will be rejected at time of delivery.**

3.2 DETAILED PRODUCT SPECIFICATIONS

- A. Shade Trees
 - a. Product height of 6 to 8 feet tall with a strong central leader.
 - b. Diameter of trunk 3/4" or better measured at 6" above ground.
 - c. Shade trees will be a **#7 container grown**.
- B. Low-Growing Trees / Ornamentals
 - a. Product height of 6 to 8 feet tall.
 - b. Diameter of trunk 3/4" or better measured at 6" above ground.
 - c. Will be a **#5-7 container grown**.
- C. Conifers / Evergreens
 - a. Product height of 2 to 3 feet tall with a strong central leader.
 - b. Will be a **#5-7 container grown**.

3.3 WARRANTY

No warranty is required on these items.

3.4 REJECTION OF PLANT MATERIAL

The county partner, Iowa DNR and Alliant Energy have the right to reject any plant material that doesn't meet specifications or is damaged in any way.

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QUESTIONS & ANSWERS FACT SHEET

Q. WHAT ARE THE OBJECTIVES FOR OPERATION RELEAF?

- To provide quality and affordable landscape trees to Alliant Energy customers for planting on their property for energy efficiency.
- To diversify tree populations in our communities by offering a variety of tree species and cultivars.
- To involve as many local nurseries, garden centers and tree farms in the program so that the venture is profitable for suppliers and increases potential customer base in the future.

Q. WHAT TYPES OF TREES IS OPERATION RELEAF LOOKING FOR?

- We are looking for approximately 3 to 4 shade tree species, one ornamental tree species and one conifer species per project. We place a larger selection of plant material choices on the RFP so that we can get a feeling for what is out on the market.
- **High quality plant material is a must for these programs! Any freshly potted bare root plant material or balled and burlapped plant material will not be accepted and will be rejected at time of delivery.**

Q. WHAT QUANTITIES OF TREES PER SPECIES / CULTIVAR IS OPERATION RELEAF LOOKING FOR?

- We are looking for approximately 50 to 150 trees per species/cultivar.

Q. HOW WILL THE PROPOSALS BE SELECTED?

- Proposals will be awarded based on price, availability, selection and nursery location.

Q. IF I WIN A PROPOSAL – WHEN WILL I BE CONTACTED?

- RFP's will be decided upon and nurseries will be notified on or before the date outlined on the RFP. Initially, you will be contacted by phone and then a follow-up confirmation letter will be sent to you.

Q. WHEN DOES THE PLANT MATERIAL NEED TO BE DELIVERED?

- Depending upon the project distribution site – typically we require the plant material to be delivered the day of distribution to the respected site. In some cases where the distribution site is gated or fenced off, early delivery may be acceptable, but must be approved by the local partner who is hosting the project.

Q. IF AWARDED A PORTION OF THE PROPOSAL - CAN I HAVE PROMOTIONAL MATERIALS FROM MY NURSERY PROVIDED TO CUSTOMERS ON DISTRIBUTION DAY?

- Yes – we encourage nursery suppliers to be a part of the distribution day. If you would like to assist customers with their trees, answer any questions, hand out brochures in regard to your nursery operation or plant material or simply hang your company banner, we would like you to feel free to be involved.

Q. WHEN CAN I EXPECT PAYMENT OF PLANT MATERIAL THAT IS PROVIDED FOR OPERATION RELEAF PROJECTS?

- We have simplified our payment process procedures through Alliant Energy and the individual local project coordinators for each project. Payment for plant material will be received within 60 days of the distribution event day.

Q. DO I HAVE TO PROVIDE A WARRANTY OR GUARANTEE ON PLANT MATERIAL THAT I PROVIDE FOR OPERATION RELEAF?

- No, we do not require warranties or guaranties on plant material that is distributed through Operation ReLeaf.

Q. CAN I SUBMIT A PROPOSAL FOR MORE THAN ONE OPERATION RELEAF PROJECT?

- Yes, we encourage our Iowa nursery and garden centers to feel free to file a proposal on all or any of the projects that they would like to. Keep in mind that if awarded a portion of the project, it will be expected that the plant material arrives at the site on the date requested.

Q. IF I HAVE QUESTIONS / INQUIRIES – WHO SHOULD I CONTACT?

Emma Bruemmer, Urban Forestry Specialist
Iowa DNR – Bureau of Forestry
502 East 9th Street
Des Moines, Iowa 50319
Phone: (515) 281-6749; FAX: (515) 281-6794
E-Mail: emma.bruemmer@dnr.iowa.gov